

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
FISCAL SERVICES DIVISION  
JOB OPPORTUNITY  
Fiscal/Administrative Officer**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** To the public and current State Employees who are on the current examination list for Fiscal/Administrative Officer or those who previously held permanent status in the class or are eligible for lateral transfer.

**Location:** State Office Building, 165 Capitol Ave., Hartford, CT

**Job Posting No:** 00034855

**Hours:** 40 hours per week

**Salary:** AR-23 \$64,284.00 - \$83,103.00

**Closing Date:** August 12, 2015

**Eligibility Requirement:** Candidates must be on the current examination list for this classification. Individuals currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position Information:** The incumbent will be responsible for the following duties within the DAS Business Office: entering checks into the Diamond and AVATAR Systems; balancing deposits; processing daily deposits in CORE-CT; scanning daily deposits into CASHPRO and into the Diamond System; posting Dept. of Children and Families payments into AVATAR and reconcile payments; reconciles bank statements; distributes documents to appropriate agencies; enters and reconciles Adult Probation payments; creates general ledgers and vouchers for refunds, creates bills, dunning letters, and issue credits for the Connecticut State Library; bills and tracks all towns in the state for dog tags issued by the Department of Agriculture; researches and audits hospital statements, compiles, posts, reconciles reports and enters information into the Hospital payment system; creates charges and runs reports for state tax intercepts; other related duties.

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant State and federal laws, statutes, and regulations; considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze and evaluate accounting procedures; considerable ability to analyze financial records, documents, and reports; ability to prepare comprehensive reports; supervisory ability.

**General Experience:** Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:** Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.
3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

**Preferred Experience:** In addition to the above requirements, the preferred candidate will have two (2) or more years experience working with computer-based accounting systems such as AVATAR, Diamond, CASHPRO or other similar systems; demonstrated ability to prepare, analyze and evaluate financial statements; demonstrated mathematical computation skills, written and oral communications skills, and attention to detail. The preferred candidate will also have two (2) or more years of experience working with the Core-CT Finance Module.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an HR-12 Application for Employment, and for current state employees: copies of their last two performance appraisals, and attendance records for the past two years no later than the close of business on August 12, 2015 to:

**Linda Shackett-Blue  
Department of Administrative Services  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, CT 06107  
FAX (860) 622-2968**

**Note:** This position will be filled in accordance with all reemployment/SEBAC rules. Due to a large expected response we are unable to confirm receipt of applications.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.